

ACCOUNTING AND AUDIT REVIEW COMMITTEE
ACCOUNTING SURVEY

	DOA	DBEDT	DBEDT HCDA	DBEDT HTA	DLNR	DOT Admin.	DOT Airprts	DOT Hbrs	DOT Hwys	DOE	UH	DOD	DOH	DHHL	DHS	DHS HCDCH	DLIR	DAGS	AG	DB&F	DB&F ERS	DB&F EUTF	DHRD	GOV	DCCA	LT. GOV.	DOTAX	PSD
	(A)	(B)	(B)	(B)	(C)	(D)	(D)	(D)	(D)	(E)	(F)	(G)	(H)	(I)	(K)	(K)	(L)	(M)	(N)	(O)	(O)	(o)	(P)	(Q)	R	(S)	(T)	(V1)
1. Does your dept. use a p.o. entry software that interfaces w/FAMIS?	Yes	No	No	No	No	Yes	No	No	Yes	No			Yes	Yes	No			Yes	No	No	No		No	Yes	No		No	No
2. Do FAMIS reports meet your needs to provide mgmt. financial reports to your Director?	No	No, cc	No	No	Yes	Yes	No	Not all	No	No			Yes	No	Ltd			Yes	No	Generally	Yes		Yes	No	No		No	No
3. Have you been introduced to DATAMART?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No			Yes	Yes	Yes			Yes	Yes	Yes	No		Yes	Yes	Yes		No	Yes
4. Are Comptroller's Circulars and Memoranda establishing statewide accounting and auditing policy and procedures:																												
a. Easy to understand	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes				Yes	Yes	Not alwys	Yes		Yes	Yes	Yes/No		Yes	Yes
b. Easy to implement	Yes	Yes/No	Yes	Yes	Yes	Yes	No	Yes	Yes	No			Yes	Yes				Yes	Yes	Not alwys	No		Yes	Yes	No		Yes	Yes
c. Available to you	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes	Yes			Yes	Yes	Yes	Yes		Yes	Yes	Yes/No		Yes	Yes
5. Which payments prove difficult to process? (1 least to 6 most difficult)																												
a. Vendor Payments	4	3	2	2	4	4	6	6		N/A			3	4	2			2	3	1	1		1	4	3		4	4
b. Contract Payments	2	2	1	2	2	5	5	3		N/A			2	4	1			1	1	2	3		4	none	1		3	2
c. Petty cash reimburse.	3	1	3	1	1	2	2	1		N/A			1	2	4			4	3	3	2		2	3	2		2	3
d.Travel exp./reimburse.	6	4	4	6	3	3	4	5		N/A			4	2	3			5	3	4	5		3	5	4		1	6
e. Payroll/payroll adjust.	5	5	N/A	2	5	1	3	2		5			5	1	5			3	6	5	4		5	6	5		5	5
f. Other (specify)							1	w/c 4	multifund	p/rfb 6								w/c 6					w/c 6					
6. Would training be helpful in the following areas? (1 least to 6 most helpful)																												
a. Vendor/contract pymts	6	2	1	1	5		3	4		N/A			3	4	3			3	1	1	1		1	2	1		3	1
b. Procurement methods	5	4	4	1	2	Pareq	6	6	x	N/A			5	4	4			4	1	6	5		2	3	5		4	4
c. Preparing contracts	4	3	3	1	3		2	1		N/A			2	5	1			1	4	5	4			5	4		5	3
d. Encumbrances-methods	2	1	2	1	1		5	3	x	N/A			1	3	6			2	1	2	2		3	4	2		2	2
e. Payroll/payroll adjust.	3	5	N/A	2	4		4	2	x	N/A			4	3	5			5	5	3	3		4	6	3		6	6
f.Other (specify)							1	w/c 5							w/c 2			w/c 6	6	rpts 4			w/c 5				1	SAM 5

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8. Which DAGS service center(s) could improve its service to you? Explain in a brief statement how service can be improved.

	PAB Clerical Section	PAB Vouchering Section	PAB Central Payroll	UARB Accountants	UARB Control Bookkeeping	Systems Accounting Branch
Agriculture	Improve turnaround time for paperwork & checks which may take 5 - 7 days.	Rules s/b written & distrib to depts; less particular on swv neatness; turnaround time for vendor codes;				
Bus, Econ Dev & Tour		Improve turnaround time for vendor codes.	Provide examples for computations for var p/r adj for o/p, w/c, etc.			Addtl report formats for exp & enc by apprn & cost ctrs
DBEDT - HCDA	No problems. Staff are always responsive & helpful.	No problems. Staff are always responsive & helpful.	No problems. Staff are always responsive & helpful.	No problems. Staff are always responsive & helpful.	No problems. Staff are always responsive & helpful.	No problems. Staff are always responsive & helpful.
DBEDT - HTA	Helpful whenever we have asked for their help.	Helpful whenever we have asked for their help.	Helpful whenever we have asked for their help.	Helpful whenever we have asked for their help.	Helpful whenever we have asked for their help.	Helpful whenever we have asked for their help.
Land & Nat Resources	Current svc satisfactory & provided when needed.	Current svc satisfactory & provided when needed. Verbal notices/procedures in writing for consistency.	Current svc satisfactory & provided when needed.	Current svc satisfactory & provided when needed.	Current svc satisfactory & provided when needed.	Current svc satisfactory & provided when needed.
DOT - Administration	Distribute checks directly to divisions.			Distribute reports directly to divisions.		
DOT - Airports	Current svcs responsive & excellent in all areas.	Current svcs responsive & excellent in all areas.	Current svcs responsive & excellent in all areas.	Current svcs responsive & excellent in all areas.	Current svcs responsive & excellent in all areas.	Current svcs responsive & excellent in all areas.
DOT - Harbors		Policies & procedures s/b documented.	Instr on how forms s/b completed; what info s/b used; what net affect is.			
DOT - Highways		Clarity & consistency in application of budget execution policies.				Expand use of deptl. FAMIS applications/system enhance to meet deptl. Requirements

ACCOUNTING SURVEY
Continued

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ACCOUNTING SURVEY Continued						
Governor	Helpful, courteous, friendly.	Responses prompt. Service exceedingly fast & accurate.	Service varies depends on personnel. Least consistent center.	Not much interaction.	Very helpful.	Very helpful, competent.
Comm & Con Affairs	No comments.	No comments.	No comments.	No comments.	No comments.	No comments.
Lt. Governor						
Taxation	No problem. Excellent service	No problem. Excellent service	No problem. Excellent service	None	None	None
Public Safety	No comments.	No comments.	No comments.	No comments.	No comments.	No comments.

ACCOUNTING SURVEY

Continued

9. Do you have issues you want to bring to the AARC's attention? Do you need help in other areas related to accounting and auditing that we may not have discussed?

Agriculture	Improve the accuracy and time it takes for accounting transactions to be posted. Incorporate budget into accounting reports. Improve the time it takes to distribute the FAMIS reports.
Bus, Econ Dev & Tour	DATAMART: Recommendations for enhancements will be submitted to Wayne Horie.
DBEDT - HCDA	None.
DBEDT - HTA	HTA does not have all the resources to take advantage of the progress DAGS have done. Your WEB page is great.
Land & Nat Resources	None at this time.
DOT - Administration	With the new WEB site on Comptroller's memoranda and price list, DAGS should use electronic notification of new memos, P.List changes.
DOT - Airports	Monthly unaudited financial statements be programmed and generated from FAMIS. This would allow management to perform financial analysis. Auditing staff support is greatly needed to perform audits of various revenue sources (landing fees) due to the material dollar amounts generated at the airport.
DOT - Harbors	There are areas such as salary overpayments, especially as it relates to employees on workers' compensation, in which two depts, DAGS and DHRD, are involved. Policies and procedures should be coordinated with both depts. Also, depts should also be consulted before policies/procedures are issued to make sure they make sense and can be implemented.
DOT - Highways	The Highways Division is in dire need of a new financial and accounting system. Our request for approval was sent in April 2003 and we have not received a response. Federal funds and State funds were programmed in FY03 but State funds have lapsed.
Education	Blank
University of Hawaii	
Defense	
Health	None.
Hawn Home Lands	Blank

ACCOUNTING SURVEY

Continued

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Human Services	Budget execution policy coordination between B&F and DAGS s/b improved for clearer and consistent application. State accounting and fiscal forms should be computerized with capability of laser printing the forms by the user. Implement enhancements to payroll system that would allow users to access information including cumulative totals, on-line.
DHS - HCDCH	
Labor & Indus Relations	
Acctg & General Services	Integrated CIP accounting modules. Lower level funds control (allow subaccounts within programs). On-line report availability. On-line input of transactions and available balances. Edits for invalid object codes and field contents (alpha versus numeric).
Attorney General	Blank
Budget & Finance	Issuance of guidelines on implementation of fiscal controls. Overview of the CAFR and role of departments in its preparation. Information that should be maintained to ease Auditor's review and preparation. Plans for payroll system upgrade. Plans for fixed asset system upgrade (including inventory management).
DB&F - ERS	No assistance is needed at this time.
DB&F - EUTF	
Human Resources Dev	The items have been addressed in #5.
Governor	Not at this time. Specific situations and/or comments will be submitted as they arise.
Comm & Cons Affairs	Blank
Lt. Governor	
Taxation	No issues at this time.
Public Safety	The time and attendance project (KRONOS) what is the status? PSD believes the need to automate time and attendance statewide should be a high priority with DAGS and DHRD.